

Teaching with Zoom

Appendix from ESSB for teaching method Student-Designed Class

There are many websites and videos explaining what you can do with Zoom. We mainly refer here to the official Zoom site itself, but on YouTube, for example, you will also find various explanations; or visit a website like <https://www.e-learning-beats-corona.nl/index.php/ontwerp-tips/>

Step 1: create an account

To be able to give a lesson and use all the options offered by Zoom, you must have a pro licence, just like the lecturers. You can get this by creating an account via:

<https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.zoom.us%2F&data=02%7C01%7Cvanthiel%40essb.eur.nl%7Cea7118fe231a4faa6aac08d8530142bd%7C715902d6f63e4b8d929b4bb170bad492%7C0%7C0%7C637350612159880224&data=bX2kXLE1NSA8b9Ycz0tNfF6H8dt0Bc7oPsd1eZE5hZ4%3D&reserved=0>

Use your @eur-mail address (not private e-mail). So you may not work with your private (free) account!

Because there may only be 1 student host of the meeting, in principle only 1 student needs to request an account. The host can make the other students alternative host or co-host. The host has the most extensive authorisations, see later.

For the difference between the types of hosts: <https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

Step 2: the host plans a meeting

Go to <https://zoom.us/> and log in with you @eur-mail address details. On this site, you can plan a meeting for the entire duration of the seminar (from 13 hrs. to 16.45 hrs.).

Note: if you want to practise beforehand, you can also let the sessions start a bit earlier.

You will then get a link that the lecturer can put on Canvas for you, so that all the students can come to the session. So mail the link in time to the lecturer!

(There is therefore no need to send an invitation to all the students to attend the session. If you want a list of student names, for example for group assignments, you can contact the lecturer. They can print out a list for you from Canvas.)

Step 3: plan what you want to do in the session

Zoom offers various possibilities:

1. Show a **presentation** via Share Screen. Make sure that you have the presentation(s) that you have prepared ready before the Zoom session starts. You cannot open a presentation while using Zoom. Go to <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>
If you also want to watch and hear a video, remember to turn on the sound option in the Screen Sharing menu (tick bottom left of your screen).
2. **Surveys:** you can make and prepare polls in advance. You can use these during the Zoom session to discuss statements, test knowledge (about the literature) or to ask students for an opinion/reaction. Please note: only the host can create and switch

on a poll. Go to <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

3. **Break-out rooms:** you can divide the group into smaller groups, for example to allow students to do an assignment or discuss something they later need to report back on. Zoom has the option to do this at random: you say how many groups Zoom needs to make, switch it on so that everyone goes to their own group and indicate how long it should take or when it should end. The participants are then notified when there is 1 minute left before they return to the big session. Only the host can create break-out rooms, and the host can also visit the various groups. You can also decide in advance who will be in which group. You must prepare this beforehand (and know the names of all the participants, so ask the lecturer for a list) so that the host can activate it. Go to <https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

Step 4: practise the session beforehand with each other

To be sure that everything goes well, it is useful to practise beforehand. You can then allocate roles: who will do what? As explained before, only the host can create/switch on a poll (during the session) and create break-out rooms. However, the other students can monitor the chat as co-host and alternative host, to which students can respond.

Furthermore, anyone can share their screen and give a presentation or part of one. In the preparation, you can obviously allocate the tasks, for example who will set the questions or statements for a poll, etc.

Also think about the time: divide the time into blocks of max. 20-30, with short breaks in between. That is important for concentration, but also to give participants the opportunity to stretch their legs, have something to eat or drink, or use the bathroom.

Consult the lecturer if you have questions. (Tip: make the lecturer alternative host at the start of the session)

You will also find an explanation about various tools you can use for online education on the website for the Community for Learning & Innovation of EUR:

<https://www.eur.nl/over-de-eur/visie/community-learning-innovation/advies-voor-online-onderwijs>